

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position: Management Staff Assistant</b>  <b>Series/Grade: GS-303-08</b>	<b>Announcement No: ETA-02-106</b>
	<b>Opening Date: 12-02-02</b>
	<b>Closing Date: 12-11-02</b>
<b>Salary Range: \$34,772 - \$45,206</b> <b>(includes locality pay of 11.48%)</b>	<b>Number of Vacancies: One (1)</b>
	<b>Bargaining Unit: Inside - Local 12</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of Workforce Investment</b> <b>Office of the Administrator</b> <b>Washington, DC</b>	<b>Promotion Potential: None</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: No – Permanent Position</b>
	<b>Part-time Position: No – Full Time</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: DOL Status Candidates Only - Washington, DC Area</b>

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

**Position Duties and Responsibilities:**

This position is located in the U.S. Department of Labor, Employment and Training Administration (ETA), Office of Workforce Investment (OWI), Office of the Administrator. This position directly involves and significantly impacts the program activities of the Office and is critical to achieving the Office's mission of providing effective leadership for the implementation of employment and training services for workforce investment programs in the States.

Serves as Management Staff Assistant to the Administrator of OWI and provides technical and administrative duties in support of the overall administration of OWI. The incumbent is expected to work as part of an environment requiring close coordination with Division and front-office staff and to demonstrate professionalism and cooperation at all times. This will involve the provision of leadership for peers and lower-grade staff for ongoing activities in such cross-cutting areas as correspondence preparation and tracking, records management, time and attendance.

Responsible for scheduling, travel and special projects that are both routine and of a confidential and sensitive nature. Provides back-up support for cross-cutting personnel administration, travel tracking, weekly reporting, and will routinely be asked to receive and clarify information to and from entities outside the Office.

Sets up office-wide meetings, teleconferences and conference planning by making arrangements as well as preparing and assembling materials and documents. In addition, phone coverage and voice mailbox management for multiple phone lines and greeting of visitors will be required.

Assists in the monitoring on various status administrative documents, tracks correspondence, with particular attention to controlled correspondence and advisories. Reviews all outgoing correspondence for format, grammar and spelling. Also responsible for data output and reporting. Alerts senior staff to delays and problem areas, follows-up for necessary clarification or additional information, and provides baseline analyses. Studies processes and makes recommendations for their improvement

Performs a range of administrative functions, including property management, acquisition of office supplies and equipment, maintenance of office equipment, receipts, and forms management.

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

To be eligible applicants must have at least one year of specialized experience which is in or directly related to the position and has equipped the applicant with the specific knowledge, skills, and abilities to perform successfully the duties of the position such as administrative functions, including property management, acquisition of office supplies and equipment, maintenance of office equipment, receipts, and forms management. Specialized experience must have been equivalent to the GS-07 level in the Federal Service.

Time-in-grade restrictions apply.

#### CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

#### METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. **HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

EVALUATION FACTORS: **Factors designated (H) are rated high.**

1. Knowledge of Federal, agency, and administrative rules, regulations, policies, and procedures to understand their impact on programs and to help initiate program changes. **(H)**
2. Knowledge of management analysis techniques to identify, consider and resolve issues or problems and to help initiate program changes. **(H)**
3. Ability to work effectively with officials inside and outside of the organization, other government agencies, and the private sector in order to maintain working relationships. **(M)**
4. Ability to independently plan and accomplish diverse work assignments in order to organize work and coordinate resources to accomplish objectives, set priorities, and to meet deadlines. **(H)**
5. Skill in computer applications and associated software in a LAN environment in order to retrieve and input data, to prepare a wide variety of documents, and to maintain and track documents. **(H)**
6. Ability to communicate both orally and in writing to brief managers, to communicate recommendations and to respond to inquiries from inside and outside the agency. **(H)**

#### How To Apply

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p><b>The following material is required if checked:</b></p> <p><input type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input type="checkbox"/> Other: A supplemental statement of the Evaluation Factors is desired.</p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor  Employment and Training Administration  Office of Human Resources  200 Constitution Avenue, NW, Room N-4656  Washington, DC 20210  <b>Attn: Sharon Johnson</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p>
--	---

***An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked by the closing date of this announcement.***

#### **ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.